

Malaysia Fast Nominee LLC Invoice

Our Client's name

Our Client's address

Date: Thursday, October 28, 2021

Company Reg. No.: 1248225-P

Invoice No: 2019 – 04 – 030

Professional services for Malaysia fast nominee LLC (without travel)	Notes	Year 1 US\$	Year 2 US\$
Malaysian fast nominee LLC registration fee (without travel)	1.	4,830	1,470
Company secretary and legal registered office fees for 12 months	2.	1,200	1,200
SST registration services	3.	950	0
Malaysia corporate bank account opening services (without travel)	4.	4,950	0
Estimate of Malaysia Government registration fees	5.	750	45
Nominee services for passive resident director for 12 months	6.	3,350	3,350
Passive nominee shareholder and bank signatory for 3 months		6,750	0
Corporate structure changes including new bank signatory	7.	2,150	0
Estimate of annual accounting and tax filing fees (active company, audit)	8.	0	4,950
Total Healy Consultants Group PLC fees payable this week	9.	24,930	0
Estimate of total Healy Consultants Group PLC fees payable after 12 months	10.	0	11,015

Note: this invoice needs to be tailored for each Client. The above services and fees represent the average requirements of our Clients. I recommend you carefully read the notes within the attached draft invoices to confirm and understand all services required by your Firm, eliminating the risk of unwanted fee surprises during the engagement;

Malaysia Fast Nominee LLC Invoice

Notes to invoice above

1. Healy Consultants Group PLC's fees to legally register our Client's Malaysia LLC with our temporary professional, passive nominee [shareholders and directors](#) and bank signatory. Within [6 weeks](#), my team and I will email you **i)** a company registration number; **ii)** a corporate bank account number; **iii)** a city center business address; **iv)** a tax number and **v)** a proforma Malaysia sales invoice template complying with Malaysia company law.

Within [4 weeks](#), our Client can legally conduct business in Malaysia including **i)** issue sales invoices to local customers **ii)** sign customer and supplier contracts **iii)** sign a lease agreement for long term physical office and warehouse premises and **iv)** hire local employees.

All [engagement fees](#) (click link) are agreed and paid up front and agree to the fees published on our country web pages. Consequently, there are no hidden fees, surprises or ambushes throughout the engagement. All engagement deadlines are agreed up front in the form of a [detailed project plan](#), mapping out [deliverables](#) by week throughout the engagement term;



Every week during the engagement, Healy Consultants Group PLC will email our Client a [detailed status update](#). Our Client is immediately informed of engagement problems together with solutions. Your dedicated engagement manager is reachable by phone, Skype, live chat and email and will communicate in your preferred language;

2. In accordance with the [Malaysian Companies Act](#), each Malaysia company must appoint a company secretary, who may be a natural person or a body corporate, but must be resident in Malaysia. Healy Consultants Group PLC will supply the legal Malaysia company secretary and our annual responsibilities include **i)** preparation and filing of the legal Annual Return; **ii)** securely maintain company records and chop; **iii)** liaise with the Malaysia Government on behalf of our Client and **iv)** legal filing of changes of company structure.

In accordance with the [Malaysian Companies Act](#), a company shall as from the date of its incorporation have a legal registered office in Malaysia, to which all official Government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC will supply the registered office address of your company. Thereafter, this address will be used to receive Government correspondence including **i)** annual and quarterly tax returns and **ii)** employee payroll tax and pension correspondence. Most of our Clients wish to place their [Malaysia office address](#) on invoices, contracts, websites and business cards.

3. In accordance with Malaysia law, each entity must register for corporate tax and SST with the [Royal Malaysian Customs Department](#). Usually, it takes up to working 14 days to secure SST registration numbers;
4. Healy Consultants Group PLC will secure multi-currency corporate bank account numbers for our Client's company. It will take on average [two months](#) to secure corporate bank account numbers from the moment a complete quality corporate bank account opening application is submitted to the banks. In most cases, we can secure corporate bank account numbers without our Client's travel to bank's branch. When travel is unavoidable, we refund US\$950;

Malaysia Fast Nominee LLC Invoice

Corporate bank account opening for an entity is a challenging process. Consequently, we apply our [guaranteed bank account](#) approval or your Money Back policy. To maximize the probability of successful multi-currency corporate bank account approvals Healy Consultants Group PLC will:

- ✓ Prepare a quality business plan, including expected inflow and outflow of funds for the first 12 months;
- ✓ Contact multiple banks to secure their written confirmation, welcoming a formal application from our Client's business;
- ✓ Weekly negotiate and aggressively follow up with the bank relationship managers to ensure a timely corporate bank account approval;

To minimize engagement surprises and align all parties' expectations, I recommend you read [this web page](#), especially the due diligence documentation section;



5. This fee is an estimate of Government costs payable during your Firm's engagement. All Government fee payments will be supported by original receipts and invoices. Examples of Government costs include **i)** reserving the Branch name with the Companies Commission ([SSM](#)); **ii)** obtain the certificate of incorporation with the Companies Commission ([CCM](#)), **iii)** sign up with inland revenue department and **iv)** apply for business license. Following engagement completion, Healy Consultants Group PLC will refund our Client any excess of funds received over actual Government costs paid.
6. To fast register the Malaysia company without our Client's travel, Healy Consultants Group PLC will **i)** register a Malaysia mainland LLC with our Malaysia [professional passive nominee director and shareholder](#) then, **ii)** our Client is ready, appoint your preferred foreign shareholders and directors. Because the Malaysia Government requires all companies to maintain at all times a resident director, Healy Consultants Group PLC will continue to provide our Client with a professional passive resident director after the changes of corporate structure are completed. Our fees to supply a professional passive nominee resident Malaysia director amounts to [US\\$3,350](#) per nominee. Our fee to supply both a professional passive nominee shareholder amounts to US\$8,600 per year, reflecting the increased litigation, financial and reputation risk borne by our nominee and Healy Consultants Group PLC. While preparing this invoice, we assumed the service will be required for 3 months. Actual nominee shareholder services will be quoted pro-rated to the duration of the appointment.

To fast secure two corporate bank account numbers without travel to Malaysia, Healy Consultants Group PLC will supply a [passive professional bank signatory](#), who will also visit the preferred bank's branch in Johor Bahru or Kuala Lumpur and secure corporate bank account numbers from your preferred bank. Our nominee will be appointed as sole bank signatory for a minimum duration of three months, renewable until our Client is ready to appoint its preferred signatories. For professional passive nominee bank signatory services, our fee for three months appointment amounts to US\$4,600 per bank account secured, reflecting increased litigation, financial and reputation risk resulting from the appointment to our nominee and Healy

Malaysia Fast Nominee LLC Invoice

Consultants Group PLC. Additional fees apply if nominee professional, passive resident bank signatory is required post 3 month period.

7. Following business set up completion, Healy Consultants Group PLC assists our Client appoint their preferred shareholders and directors and bank signatory. Depending on our Client's business and the efficiency of the Government and bank Departments, this process can take up to 3 months. This is the hardest part of the engagement.

This fee covers Healy Consultants professional fee to assist our Client secure the amended certificate of incorporation and M&AA. This includes our fee to draft and submit applications to the Companies Commission of Malaysia to **i)** seek approval for share purchase; **ii)** change company name; **iii)** change business activity; **iv)** change director and company shareholder. All the changes made will be reflected on the amended certificate of incorporation and M&AA. Appointing new and resigning old shareholders and directors is a complex, lengthy process; exacerbated by inefficient Government Departments.

Before the Malaysia bank approves our Client's preferred bank signatory, the bank's in-house Legal and Compliance Department will request additional Know Your Customer documents. Change of corporate structure and of bank signatory is a time-consuming task, but Healy Consultants Group PLC will shelter our Client from this administrative burden;

Realistically and so you can plan your business, you will be able to log into e-banking within 2 weeks from the time Healy Consultants Group PLC completes corporate structure change, as outlined on [this webpage](#).

8. For an active trading company, these [accounting, audit and tax](#) fees are an estimate of Healy Consultants Group PLC fees to efficiently and effectively discharge your annual company accounting and tax obligations. Following receipt of a set of draft accounting numbers from your company, Healy Consultants Group PLC will more accurately advise accounting and tax fees. As per [subsection 267\(2\) of the Companies Act 2016](#), all private companies need to appoint an auditor in each financial year. Consequently, our fees to complete the annual accounting and tax filing obligations of a Malaysia company reflect this extra audit cost. For a dormant company, Healy Consultants Group PLC fees are only US\$950.
9. All fees quoted in this invoice correspond to fees quoted on Healy Consultants Group PLC's [business website](#). Please review this invoice carefully to identify errors. During the rush of a business day, it is possible Healy Consultants Group PLC inadvertently made fee calculation errors, typing errors or omitted services or omitted historic fee payments from Clients. In the unfortunate event you identify invoice errors, please revert to me directly re the same. I apologize in advance if I or my staff made invoice errors.
10. Assuming our Clients re-engage Healy Consultants Group PLC in Year 2, this fee is an estimate of the fees payable next year, 12 months after the date of branch office registration.
11. The fees quoted in this invoice are a prediction of the fees required to efficiently and effectively complete this engagement in a timely manner. If during the engagement, Healy Consultants Group PLC realizes the engagement is more complex than anticipated, requiring large investment of time, my Firm will revert to request additional fees.
12. Some of our Clients engage Healy Consultants Group PLC to [recruit \(click link\)](#) local employees. We have a lot of experience in this area and we are quite skilled at securing quality candidates for our Clients.

Malaysia Fast Nominee LLC Invoice

13. During company registration, the minimum paid up share capital of US\$1 must be injected into the local corporate bank account or capital account. The paid-up share capital may vary depending on our Client business.
14. Monthly and mid-year Government tax obligations include **i)** monthly payroll reporting and **ii)** bi-monthly SST and corporation tax return filing. If you need our help, Healy Consultants Group PLC can complete monthly Government reporting for a monthly fee of US\$920. Healy Consultants Group PLC monthly support will include **i)** receive in Dropbox the monthly invoices from our client; **ii)** label monthly bank statement transactions; **iii)** preparation and submission of SST returns; **iv)** monitor monthly profit levels to minimize annual tax **v)** submission of monthly employee payroll reporting.
15. During the engagement, shareholders and directors' documents may need to be translated into the local language; before the Government and Bank approves branch registration and corporate bank account opening respectively. Consequently, our Client should budget for possible additional translation and embassy attestation fees. Either our Client or Healy Consultants Group PLC can complete this administrative task. As always, Healy Consultants Group PLC will negotiate with all third parties to eliminate or reduce additional engagement costs. For transparency purposes, all third-party fee payments will be supported by original receipts and invoices. Examples of possible third-party payments include **i)** embassy fees; **ii)** notary public costs; **iii)** official translator fees;
16. Healy Consultants Group PLC will be pleased to assist your firm secure [employee visa approvals](#) (click link) in Malaysia. Our fee is US\$4,950 per employee. If required, Healy Consultants Group PLC will be pleased to assist the family of your employee to secure dependent visa approvals. Our fee is US\$3,950 for each dependent.

Our employee visa fees includes preparation of a quality visa application and submitting to the correct Government immigration officers. The Government enjoys ultimate power of approval of visa applications. Consequently, guaranteed success is outside of Healy Consultants Group PLC' control. What is inside our control is the preparation and submission of a high quality immigration visa application that maximizes the likelihood of visa approval. In the unfortunate event the visa application is rejected, Healy Consultants Group PLC will be happy to submit an appeal to secure visa approval. Healy Consultants Group PLC fees for each appeal amounts to US\$950;

17. If our Client and Healy Consultants Group PLC properly plan this engagement, our Clients will **not** have to travel during this engagement. Healy Consultants Group PLC will efficiently complete branch registration and corporate bank account opening in a timely manner without our Client's presence. Instead, our Client will need to **i)** sign and get documents legalized in the embassy in their country of origin and **ii)** courier the originals to Healy Consultants Group PLC's office.



18. Depending on our Client business and nationality, the Malaysia Government may require a special regulatory license to carry on your business in the country. Healy Consultants Group PLC will assist our Client secure license approval. However, the Government enjoys ultimate power of approval of branch registrations and business licenses.

Malaysia Fast Nominee LLC Invoice

19. Some of our Clients request Healy Consultants Group PLC to provide temporary shared [office space](#) for 6 months until their preferred business premises is found. If your Firm requires this service, our one-time fee is US\$950. Monthly rental thereafter is paid directly to the landlord, independently of Healy Consultants Group PLC.
20. It is important our Clients are aware of their personal and corporate tax obligations in their country of residence and domicile; and they will fulfill those obligations annually. Let us know if you need Healy Consultants Group PLC help to clarify your local and international annual tax reporting obligations.
21. To assist our Clients minimize Forex costs, we offer the payment in SG\$, Euro, Pound or US\$. Kindly let me know in which currency your Firm prefers settling our fees and I will send an updated invoice;
22. As stipulated on our [business website](#) and in section 3 of our engagement letter, Healy Consultants Group PLC will only commence the engagement following **i)** settlement of our fees and **ii)** completion and signing of our legal engagement letter.
23. Healy Consultants Group PLC will only incorporate your business after 100% of [due diligence documentation](#) is received by email. Healy Consultants Group PLC will only open a corporate bank account after 100% of the Client's original due diligence documentation is received by courier.
24. During the annual renewal engagement with our Client, our in-house [Legal and Compliance Department \(click link\)](#) reviews the quality and completeness of our Client file. Consequently, Healy Consultants Group PLC may revert to our Client to ask for more up to date [due diligence documentation](#).
25. Engage Healy Consultants Group PLC to [project manage](#) business set up in every country on the planet. We are the best in the [world](#) at what we do, timely completing [the A to Z](#) of every country engagement.

Thank you for your business and we look forward to working closely with you over the coming weeks as we [project manage \(click link\)](#) your Malaysia business set up engagement.

Best regards,

Aidan Healy

[Chairman](#)

Healy Consultants Group PLC

Confidentiality Notice

This transmission and accompanying files contain confidential information intended for a specific individual and purpose. This transmission is private and confidential. If you are not the intended recipient, you are hereby notified that any disclosure, copying or distribution or the taking of any action based on the contents of this information is strictly prohibited. Please contact the sender if you have received this mail and you are not the intended recipient.

Document and Attachments

Malaysia Fast Nominee LLC Invoice

This document was prepared through Microsoft Word 2016 and attached documents were created through Microsoft Word 2016 and Adobe Acrobat 11. If you are unable to accurately and completely read this document and open the attachments, kindly advise us and we will gladly resend the information to you in a different format.

DRAFT